

## Benefits

### GENERAL:

**Medical/Dental/Vision Insurance:** The County pays employee's cost and approximately fifty percent (50%) of dependent cost for insurance.

**Vacation:** Accrued at the rate of 10 days per year during the first 5 years of employment, 15 days after 5 years of employment, and 20 days after 10 years of employment.

**Holidays:** Twelve paid holidays and one personal holiday per year.

**Deferred Compensation:** May participate in a 457 plan currently administered by Nationwide Retirement Solutions.

### MANAGEMENT:

**Retirement:** The County provides for participation in the Retirement Act of 1937 integrated with Social Security. This position is under **Tier II Retirement (3@60)**. At retirement, accumulated sick leave may be applied toward service time and/or cashed out.

**Life Insurance:** The County provides a \$50,000 group life and accidental death and dismemberment policy, as well as qualification for group health and life insurance coverage after retirement.

**Executive Time Off:** Ninety-six (96) hours executive time off each year in addition to the normal holidays mentioned above.

**Other Benefits:** Management Sick Leave and Vacation Sell Back yearly.



## Application & Selection Process

A completed County application and supplemental questionnaire must be received by Merced County Human Resources, at 2222 "M" Street, Third Floor, Merced, CA 95340, no later than 5:00 p.m. Tuesday, October 25, 2005, to be considered.

To apply online or download application materials, visit our website at [www.co.merced.ca.us](http://www.co.merced.ca.us) or to request an application packet through the mail, you may call our office at (209) 385-7682.

In order to insure proper evaluation of your minimum employment qualifications, it is suggested you fill out the application and supplemental questionnaire **COMPLETELY**. Any material or written statement you think desirable may be included for additional information. If applying on-line, your resume and additional information may be mailed or faxed, (209) 385-7375, to our department.

Those applicants meeting the minimum qualifications and possessing the most relevant experience, as shown on the application will be invited to an oral interview. Final selection for this position will be made by the Director of Public Health or his designee.

**If you require accommodation for a medical disability in the interview process, please contact Human Resources at least three (3) working days before a scheduled interview. Medical disability verification may be required prior to accommodation.**

LB Issue Date: 10/05/05



## **EXECUTIVE DIRECTOR FIRST 5 MERCED COUNTY**

Salary  
\$6268-7621 Monthly Equivalent  
Position Announcement # 06-079

**Final Filing Date: Tuesday, October 25, 2005**  
**Initial Interview Date: November 7, 2005**



*Merced County Historical Museum*

**MERCED COUNTY IS AN AFFIRMATIVE ACTION/  
EQUAL OPPORTUNITY/DRUG FREE EMPLOYER/  
MINORITIES, WOMEN AND DISABLED ARE  
ENCOURAGED TO APPLY**

**CALIFORNIA RELAY SERVICES (1-800-735-2929) IS  
AVAILABLE FOR THE HEARING IMPAIRED**

**MERCED COUNTY WEBSITE EMPLOYMENT OPPORTUNITIES:  
[WWW.CO.MERCED.CA.US](http://WWW.CO.MERCED.CA.US)**

*Striving for Excellence*

The Community

Merced County (population 232,000) is located in the heart of the San Joaquin Valley, the world's most productive agricultural area, and spans from the coastal ranges to the foothills of Yosemite National Park.



The county's population is ethnically diverse and there are opportunities to enjoy the different cultures of its residents.



The City of Merced, known as the "Gateway to Yosemite," is the County seat and offers a small community atmosphere, residential neighborhoods characterized by wide, tree-lined streets, and homes in a wide economic range with the average three-bedroom home available for \$340,000.

Merced County has an excellent school system including a modern community college and U.C. Merced, the 10<sup>th</sup> University of California campus, which opened in the fall of 2005.

With an exceptional central location in the state, coupled with good highways, train, bus and air service, travel to the San Francisco Bay Area or the picturesque seaside resorts of Monterey and Carmel takes about two hours. Lake Tahoe and Reno are within a four-hour drive.

County Government

The County of Merced, with an operating budget exceeding \$328.4 million, is one of the area's major employers with a workforce of more than 2,000 serving a diverse ethnic population.

The County of Merced is a general law County. The five-person Board of Supervisors serves as the executive body of County government. The Board enacts legislation governing Merced County and determines overall policies for County departments and various special districts, adopts the annual budget, and sets salaries.

The Department

The Executive Director serves as the executive staff to the 9-member, First 5 Merced County Commission. The Commission and its staff function as an independent County Agency and are supported within the administrative structure of the Public Health Department.

The Position

The Executive Director administers and coordinates activities in support of the goals and program areas adopted by the First 5 Merced County Commission which include: Early Care and Education; Health and Social Services; Parent Education and Family Support; and Community Capacity Building. The position oversees the administration of Proposition 10 and other grant funds and their corresponding requirements. Other responsibilities include the implementation of policies and procedures adopted by the Commission; appropriate coordination of Commission business such as public meetings, advisory committees, data and financial reports, and other administrative activities. The position negotiates contracts with providers of services funded by the Commission; oversees contract preparation and monitoring as well as outcomes based evaluations; prepares various reports and documents relating to Commission activities and interests; prepares the budget and provides oversight of funds disbursed by the Commission; supervises professional and support staff of the Commission, including preparation of performance evaluations and other personnel related activities; makes public presentations; serves as a spokesperson for the Commission; and performs other related duties as required.



**Essential functions of the position include:**

- ❖ Familiarity with a variety of business and/or research computer software programs and functions.
- ❖ The ability to communicate effectively with others in person and in public settings.
- ❖ Meet deadlines under stressful conditions; and complete multiple priority projects with conflicting deadlines.
- ❖ Make oral presentations before groups; analyze data, interpret directives, procedures and state guidelines and develop appropriate responses.
- ❖ Establish, implement and achieve goals and objectives of the Commission.
- ❖ Train, evaluate and supervise staff.
- ❖ Establish and maintain positive and effective relationships with members of the Commission, the community and other public or private agencies.

Desirable Qualifications

Ability to:

- Communicate effectively both orally and in writing.
- Organize and implement policies and procedures adopted by the Commission.
- Organize and direct the work of subordinates.
- Deal effectively and professionally with a variety of public and private officials, program personnel, contractors, health and social service professionals.
- Coordinate and facilitate the Commission's meetings and activities.

Knowledge of:

- Functions, programs and services of both public and private agencies involved in services to young children and families.
- Budget and contract negotiations and preparation.
- Management Monitoring.
- Personnel and Public Administration principles and practices.
- Effective public relations and communication methods.

Minimum Qualifications

**Experience:** Three (3) years of progressive responsible experience in program development and administration which has involved other social services, health care, early childhood education or a closely related field.

**Education:** Equivalent to a Bachelor's degree in Social Services, Sociology, Psychology, Early Childhood Education & Development or related fields. Additional qualifying experience may substitute for education on a year-for-year basis.

**License:** Possession of a valid California Driver's License may be required at the time of appointment.

Supplemental Questionnaire

**Please answer the following questions and attach your responses to the application.**

- 1. Please detail your experience with County Government, Commission and/or Board, community organizations, specifically in the area of budget preparation, grant writing and management, contract administration.**
- 2. Please detail your experience in program planning, development and coordination specifically in areas of health, social service services and early childhood education.**
- 3. Describe your experience developing, promoting and implementing public policy. Use a specific First 5 goal if possible.**
- 4. Describe your greatest success that demonstrates your leadership skills. Explain what you did, and what impact it had on the organization.**

